

Bureau of Waste Management Structure Option 1

Business Unit: Information Technology and Management Section	Purpose Statement: <ul style="list-style-type: none"> Promote widespread use of technology to help achieve a goal of zero waste. Manage data for bureau to provide optimum use of data collected Analyze data to support performance goals Manage both the Inter and Intra net sites
Scope of Services: <ul style="list-style-type: none"> Develop all performance measures for the bureau assure alignment with division and dept goals Develop and maintain inter and intra net pages Develop integrated data systems Provide technical IT assistance to program staff Provide comprehensive data management plan Assist managers with developing performance measures Assist managers with developing technology plans Manage workplanning activities 	
Key Processes: <ul style="list-style-type: none"> Data analysis Data integration Web development based on needs of business units Workplanning 	
Roles & Responsibilities: <ul style="list-style-type: none"> Work with sections and WMT to develop performance measures Develop program web pages Work with sections and regions to establish integrated data systems 	Staffing Guidelines (minimum): <ul style="list-style-type: none"> 4-5 staff Support from central office PA's
Skills: <ul style="list-style-type: none"> IT web skills Data base skills Data analysis skills Knowledge of setting and using Performance measures 	
Business Unit Interdependencies: <ul style="list-style-type: none"> Rely on the Program Implementation and Environmental Assistance sections for in-depth content for web page and outreach materials Rely on some clerical assistance from the PA's Work with DNR unit responsible for IT technology standards within the dept. Work with DNR unit responsible for Inter and Intra net standards and structures Work closely with the WMT to provide data and analysis needed to manage the program Work with regions to ensure coordination 	

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Business Unit: Environmental Assistance Section	Purpose Statement: <ul style="list-style-type: none"> Establish those standards and policies needed to manage towards a goal of Zero Waste. Ensure that DNR Waste Management efforts achieve optimal public and environmental benefit
Scope of Services: <ul style="list-style-type: none"> Develop all policy and guidance rules and information for waste management Develop public outreach and education materials Deliver public involvement sessions Provide technical assistance to the regulated community Manage all grant activities and program budget Provide comprehensive communication plan Assist managers with developing career ladders for staff Assist managers with developing training plans for staff Arrange for core staff training Provide assistance to program staff and stakeholders with innovative tools to move towards Zero Waste 	
Key Processes: <ul style="list-style-type: none"> Develop public involvement process Develop Work with DNR groups to maintain outreach content on the web page Develop program budget 	
Roles & Responsibilities: <ul style="list-style-type: none"> Evaluate pros and cons of various strategic directions for State waste management initiatives Guide recommended policy through Board approval Advocate for DNR within the business, government and legislative communities Educate stakeholders, including legislators and Cabinet Secretaries on waste program, Zero Waste and innovative tools 	Staffing Guidelines (minimum): <ul style="list-style-type: none"> 4-5 staff Support from central office PA's
Skills: <ul style="list-style-type: none"> Broad technical knowledge Business knowledge of government agencies Legislative process knowledge – oversight and appropriations Strategic thinking Strategy articulation Advocacy Publication/editing skills 	
Business Unit Interdependencies: <ul style="list-style-type: none"> Rely on the Program Implementation section for in-depth technical advice for web page and outreach materials Rely on some clerical assistance from the PA's Rely on the Information Technology group for web development and data management Work closely with the WMT to implement comprehensive education and communication strategy Work closely with CEA program for direction and assistance on green tier and other innovative tools Work closely with the Program Implementation section for technical knowledge needed for guidance and policy 	

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Business Unit: Program Implementation Section	Purpose Statement: <ul style="list-style-type: none"> • Provide for effective implementation of subprogram areas • Manage or provide for innovative tools to ensure compliance or “beyond compliance”
Scope of Services: <ul style="list-style-type: none"> • Oversee and coordinate Plan review and licensing • Provide specific technical expertise in Plan review • Complete owner financial responsibility reviews • Coordinate inspections and compliance assistance • Assist in management of enforcement actions • Oversee implementation of self-certification • Oversee implementation of “Beyond Compliance” initiatives • Ensure framework is in place which identifies needed technical expertise in the program 	
Key Processes: <ul style="list-style-type: none"> • Develop key program processes: <ul style="list-style-type: none"> ✓ Plan review ✓ Environmental monitoring ✓ Inspections ✓ Compliance Assistance ✓ Complaint response ✓ Enforcement ✓ Owner financial responsibility ✓ Point of contact with EPA on Hazardous Waste, Solid Waste and Recycling programs 	
Roles & Responsibilities: <ul style="list-style-type: none"> • Evaluate consistency and timeliness of reviews • Provide mentoring opportunities for staff • Identify innovative improvement opportunities • Serve as EPA contact for Hazardous waste • Ensure definition, acquisition and retention of necessary skill sets for program implementation • Ensure appropriate program structure for effective program implementation 	Staffing Guidelines (minimum): <ul style="list-style-type: none"> • 5-6 staff • Support from central office PA’s
Skills: <ul style="list-style-type: none"> • Specific technical knowledge (hydro, engineers, etc) • Specific program knowledge (hazardous waste, special wastes, mining, solid waste, recycling) • Good communication and collaboration skills • Good IT skills and ability to use data in decision making • Broad knowledge of social and economic issues • Plan review expertise • Knowledge of financial responsibility requirements 	
Business Unit Interdependencies: <ul style="list-style-type: none"> • Work with IT /Mgt and Environmental Assistance sections to develop in-depth content for web page and outreach materials • Work with Environmental Assistance section for policy development, innovations • Work with WaMT to ensure consistency and timeliness in program implementation, innovation and response to issues • Work with Environmental Assistance section on innovative tools to ensure compliance or “beyond compliance” 	